

# Job Search Log

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ **Keep this document for your records**

**INSTRUCTIONS:** Please use black or blue ink only. **Keep this Job Search Log for your records. Do not send it to us unless we ask for it.** You must complete a Log for each week you claim unemployment benefits. You must have a combined total of three employer contacts and/or job search activities each week. You can get more Logs at your local WorkSource office or online at [log.go2ui.com](http://log.go2ui.com).

We may call the employers listed to verify that you looked for work. We may ask you for a copy of your Job Search Log anytime up to 60 days past the end of your benefit year or 30 days past the receipt of any benefits, whichever is later. Providing false information is fraud. Fraud can result in a denial of unemployment benefits for up to two years.

## Employer Contacts and Job Search Activities

	Date of Contact Mo-Da-Yr	Business Name and Complete Address or WorkSource Office	Contact Type (Include phone number or email address for all contacts)	Contact Person	Type of Work Seeking/ Description of Activity	Status/Results
CONTACT 1		Business/WorkSource Office Name  Street, P.O. Box or Web Address  City, State and Zip Code	<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....
CONTACT 2			<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....
CONTACT 3			<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....
CONTACT 4			<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....
CONTACT 5			<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....
CONTACT 6			<input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Online <input type="checkbox"/> Phone: (.....)..... <input type="checkbox"/> Email: ..... <input type="checkbox"/> Fax: (.....).....			<input type="checkbox"/> Resume/Application <input type="checkbox"/> Not Hiring <input type="checkbox"/> Interview <input type="checkbox"/> Follow-up Call <input type="checkbox"/> Other: .....

**For official  
use only**

Week Being Verified	<input type="checkbox"/> Reschedule	WS Office #	TeleCenter #
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The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices (TTY) for hearing or speech impaired individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.